

**UNITED STATES DISTRICT COURT
DISTRICT OF SOUTH DAKOTA**



CREDIT CARD PAYMENT GUIDE

OVERVIEW.

The Pay.gov Internet credit card module incorporated into CM/ECF is designed to allow a filer to pay fees directly to the U.S. Treasury via the Internet as part of the electronic filing process.

Your credit card information must be entered at the time of filing of a document requiring a fee. Currently, the only two documents requiring a fee that utilizes the Pay.gov Internet credit card module are a Motion for Admission Pro Hac Vice in a civil case and a Notice of Appeal in a civil case. Following are instructions for filing a Motion for Admission Pro Hac Vice in a civil case. These instructions also apply to Notices of Appeal in a civil case, with regard to Pay.gov.

BENEFITS.

- Available 24 hours a day
- Receive a CM/ECF receipt number immediately
- Review your credit card transaction payment history at any time

TECHNICAL INFORMATION.

Pay.gov uses 128-bit SSL encryption to protect your transaction information while you're logged into Pay.gov. The system does not retain your account information. In addition, any account numbers you enter are masked on-screen, *i.e.*, each account number is displayed as a group of asterisks followed by the last four digits of the account number.

You will have the best experience with Pay.gov if you use Internet Explorer 6 or higher on the Windows operating system. For information regarding other operating systems or browsers, encryption, etc., please go to <https://www.pay.gov>

INSTRUCTIONS FOR FILING A MOTION FOR ADMISSION PRO HAC VICE.

1. Log into CM/ECF.
2. On the blue Menu Bar, choose **Civil** → **Motions and Related Filings** → **Motions** → **Admission Pro Hac Vice**.

Motions

Start typing to find another event

Available Events (click to select events)

- Admission Pro Hac Vice
- Alter Judgment
- Amend/Correct
- Appoint Counsel
- Appoint Guardian/Attorney ad Litem
- Attorney Fees
- Bifurcate
- Bond
- Certificate of Appealability
- Change Venue
- Compel
- Consolidate Cases
- Continue
- Costs
- Default Judgment

3. Follow the prompts. You will see the following reminder message.

A motion for admission PHV requires an application fee of 100 dollars to be paid by credit card during this filing.

Please have your credit card information ready.

4. You must answer the following question. Please note that you must file a separate motion for each attorney admission.

How many attorneys are seeking admission PHV with this motion?

☐ 0

☒ 1

5. You must also answer the following question. If you answer “No” to this question, the Pay.gov credit card screens will launch. If you answer “Yes” to this question, the Pay.gov credit card screens will be bypassed.

Are you requesting that the PHV fee for admission be waived?

☒ No
☐ Yes

6. If you answered “No” to the previous question, the following security protected Credit Card Payment Information Screen allows you to complete the credit card payment process. Fields with a **red asterisk*** are required to be completed. Information from the attorney’s CM/ECF person record is used to pre-populate fields on this screen. Any changes made on this screen **will not** be applied to the attorney’s CM/ECF person record.

When finished, click the **Continue with Plastic Card Payment** button at the bottom of the page to continue.

Do NOT use the browser’s “back” button during the payment process.

Online Payment

[Return to your originating application](#)

Step 1: Enter Payment Information

1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: John Smith *

Payment Amount: \$100.00

Billing Address: 123 Main Street *

Billing Address 2: Suite A

City: Cleveland

State / Province: Ohio - OH

Zip / Postal Code: 44114

Country: United States *

Card Type: Master Card *

Card Number: 5105105105105100 * (Card number value should not contain spaces or dashes)

Security Code: 998 * [Help finding your security code](#)

Expiration Date: 08 / 2011 *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

7. The following Payment Summary and Authorization Screen will display. Fields with a **red asterisk*** are required to be completed. In addition,

Enter an Email Address if you want a payment confirmation to be sent to your email address (*optional*).

Select the **Authorization** checkbox.

When finished, click the **Submit Payment** button at the bottom of the page **ONLY ONCE**. **Pressing this button more than once could result in multiple transactions to your credit card.**

Online Payment

[Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary

[Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: John Smith	Card Type: Master Card	Payment Amount: \$100.00
Billing Address: 123 Main Street	Card Number: *****5100	Transaction Date and Time: 07/22/2011 16:12 EDT
Billing Address 2: Suite A		
City: Cleveland		
State / Province: OH		
Zip / Postal Code: 44114		
Country: USA		

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC:

[Separate multiple email addresses with a comma](#)

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☒ *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

If the credit card transaction is approved you will be returned to CM/ECF to finish filing your Motion for Admission Pro Hac Vice. ***Be sure to finish filing your motion!*** If you **do not finish filing your motion, your credit card will be charged the \$100 application for admission fee even though your motion is not filed.**

When you are returned to CM/ECF, you can review the docket text, which will contain the fee amount and the CM/ECF receipt number.

If you entered an email address on the Payment Summary and Authorization Screen, you will receive a Pay.gov payment confirmation.

If your payment is declined, please contact your credit card company to determine why the credit card was declined.

REPORTS.

To review a history of credit card payments you have made, on the blue Menu Bar choose **Reports** → **Miscellaneous Reports** → **Internet Payment History**. You will not be billed for viewing this report.

Enter a date range and click on the **Run Report** button to display a list of your credit card payments.

Case no.	Date Paid	Description	Payment Method	Receipt #	Amount
5:08-cv-05049-KES	2011-07-22 15:14:44	Motion for Admission Pro Hac Vice(5:08-cv-05049-KES) [motion admphv] (100.00)	CreditCard	0869-723561	\$ 100.00
5:08-cv-05049-KES	2011-07-22 15:18:30	Motion for Admission Pro Hac Vice(5:08-cv-05049-KES) [motion admphv] (100.00)	CreditCard	0869-723562	\$ 100.00

REFUND OF FEES.

The Clerk's Office cannot void an inadvertent, duplicate, or erroneous credit card transaction in which a fee is incurred as the result of using the wrong event, filing in the wrong case, etc. Attorneys seeking a refund must submit a written application in the form of a letter addressed to: Clerk, U.S. District Court, Attn: Administrative Services Unit, Finance Department, 314 S. Main Avenue, Suite 100, Sioux Falls, SD 57104. The letter must include the name, address, and telephone number of the party requesting the refund. Upon verification of the error, the Finance Department will process the refund to the same credit card from which the erroneous payment was made. Refund checks will not be issued. See the ***Policy to Refund Electronic Filing Fees*** posted on our website.

FREQUENTLY ASKED QUESTIONS.

Question:	Answer:
<p>Credit Card type:</p> <p>What credit cards are accepted?</p>	<p>The following credit cards (or debit cards) can be used: Visa, MasterCard, Discover, and American Express.</p>
<p>Credit Card declined:</p> <p>My credit card was declined. Why?</p>	<p>If a payment is declined, contact your credit card company to determine why the card was declined.</p>
<p>Error Message - Payment Process screen:</p> <p>I received an error message during the payment process. I may have pressed the Submit Payment button twice. What should I do?</p>	<p>Call the Clerk's Office immediately. Most likely you did press the Submit Payment button twice and multiple transactions have occurred on your credit card.</p>
<p>Payment window not displaying:</p> <p>I did not get the credit card payment window. It did not "pop-up." What happened?</p>	<p>The presence of an active pop-up blocker may interfere with the use of the payment window in CM/ECF. Depending on the type of pop-up blocker present (the browser you are using), review your browser settings to allow the site, thereby allowing the payment window to display.</p>
<p>Submit Payment button:</p> <p>I pressed the Submit Payment button twice during the payment process, what should I do?</p>	<p>Call the Clerk's Office immediately. Most likely multiple transactions have occurred on your credit card.</p>
<p>Motion not filed in CM/ECF:</p> <p>After my credit card transaction was completed, I did not finish filing my motion for admission pro hac vice in CM/ECF.</p>	<p>Call the Clerk's Office immediately. Most, likely you will be directed to refile the motion choosing "0" attorneys so that you do not incur multiple transactions on your credit card. The Pay.gov payment screens will not display if you choose "0" attorneys.</p>

<p>How do I request a refund:</p> <p>I made a mistake filing my Motion for Admission Pro Hac Vice and I need to request a refund of the application for admission fee.</p>	<p>Submit a written application in the form of a letter addressed to: Clerk, U.S. District Court, Attn: Administrative Services Unit, Finance Department, 314 S. Main Avenue, Suite 100, Sioux Falls, SD 57104. The letter must include the name, address, and telephone number of the party requesting the refund. Upon verification of the error, the Finance Department will process the refund to the same credit card from which the erroneous payment was made.</p>
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